



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes February 21, 2019

In Attendance: Commissioners Glen Waring and Hunter Taylor and County Administrator Debra Shackett.

Minutes: M/Taylor to approve the minutes, S/Waring. Unanimous. **Motion passed.**

Calendar: Commissioner Waring inquired about the Delegation meeting scheduled on 2/26. County Administrator Shackett stated they have not requested it be cancelled.

Previously Signed Documents: M/Taylor to ratify the previously signed documents, S/Waring. Unanimous. **Motion passed.**

Previously Signed Documents	
<u>Document Date</u>	<u>Document</u>
2/6/2019	Payroll & A/P Manifest
2/7/2019	Letter to Attorney General re: Semi-annual tour of DOC
2/13/2019	Payroll & A/P Manifest

Departmental Update-Department of Corrections: Superintendent Gray reviewed his departmental update report included in the packet. He stated they are seeing a lot of the PC's coming in lately due to crystal meth which make them out of control and difficult to manage. Commissioner Taylor asked if the staff have the medical expertise to handle these types of PC's. Superintendent Gray stated inside the facility they do not but they are required to go to the hospital to be evaluated first.

Superintendent Gray requested authorization to transfer an inmate to Hillsborough County. M/Taylor approve the request of the superintendent regarding the transfer request, S/Waring. Unanimous. **Motion passed.**

Ratify votes on elevator bids: Facilities Manager Dustin Muzzey stated 4 bids were received in total but one was received several days late. He had previously polled the Board individually, due to the urgent nature of the work, and requested that the Board ratify their vote awarding the

bid to Pine State Elevator. M/Taylor ratification of prior approval, S/Waring. Unanimous.
Motion passed.

Review of food service bids: Nursing Home Administrator Shelley Richardson reviewed the food service bids received and potential savings. There was a discussion on the impact to the employees, residents and tax payers. Employees that were present were given an opportunity to voice their concerns. There will be a subcommittee comprised of management, staff and Commissioner Taylor. The subcommittee will report back to the Board during the first meeting in April.

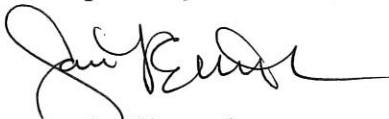
Financial Update: Accounting Manager Lori Sharp reviewed the 2018 budget reports. She stated the 2019 revenue and expense reports were included but the budget had not been posted. Accounting Manager Sharp reviewed the cash flow projections, bid summary for the TAN and NH receivable balance.

NH A/R write off recommendation: Accounting Manager Sharp reviewed her recommendation to write off \$215,540.36. M/Taylor the recommendation be accepted, S/Waring. Unanimous.
Motion passed.

Public Comment: There was no public comment.

Adjourn: M/Taylor to adjourn at 6:35pm, S/Waring. Unanimous. **Motion passed.**

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant